

SF Ethics Commission FY17-18 Staff Performance Review Process

July 2017

Review job duties & FY18 division goals

Prepare 3 question FY17 self-assessment

Have PPAR discussion with supervisor

Finalize doc w/ sign-offs; give to E.D. for PPAR file

Dec 2017

Review FY18 Q1 & Q2 duties and goals

Have mid-year PPAR check-in with supervisor

Make adjustments to PPAR, if necessary

Finalize doc w/ sign-offs; return to E.D. for PPAR file

June 2018

Review FY18 Q3 & Q4 duties and goals

Identify goals for FY19

Prepare FY18 self-assessment

Have Annual PPAR discussions w/ Supv and E.D.

Finalize docs w/ sign-offs; give to E.D. for PPAR file